

## ***Contract Position—Community Forestry Assistant Northern Idaho***

The Clearwater and Panhandle Lakes Resource Conservation & Development Councils and Idaho Department of Lands are seeking an individual for an approximately half-time contract position to promote urban and community forestry programs in north Idaho communities. Duties include working with community leaders; helping develop community forestry plans, tree ordinances, street tree inventories, and project grant applications; and conducting technical workshops. The initial contract will run through June, 2007 and may be renewed annually depending on available funding and performance.

**Requirements:** In-depth knowledge of tree species found in urban settings; hands-on experience assessing tree health, pruning, and planting; strong communication and technical skills; and experience working with committees and organizing local events.

**Preferred:** A working knowledge of community forestry and/or BS in forestry, horticulture, or related field and ISA Arborist Certification.

**Location:** The contract will be administered from the Clearwater RC&D Office in Moscow. Contractor will be responsible for providing their own office, office equipment and vehicle, including insurance. The work will necessitate significant travel to communities within the following northern Idaho counties: Boundary, Bonner, Kootenai, Shoshone, Benewah, Latah, Clearwater, Nez Perce, Lewis, and Idaho. Occasional travel outside this area will also be required.

**Application Process:** A proposal responding to the qualifications outlined in the Request for Qualifications (RFQ) is required along with a narrative describing experience, education and how the scope of work would be implemented. Please contact the Clearwater RC&D Council at [clwtr@moscow.com](mailto:clwtr@moscow.com) or visit the websites below for the RFQ.

**Closing Date: December 22<sup>nd</sup>, 2006**

Please send cover letter, proposal, resume and any letters of reference to Mike Bowman, Clearwater RC&D Council, Inc., P.O. Box 9576, Moscow, ID 83843-0176. Applications can be submitted via E-mail at [clwtr@moscow.com](mailto:clwtr@moscow.com) through December 22<sup>nd</sup>, 2006. Mail-in submissions must be postmarked no later than December 22, 2006. For telephone inquiries, call the Clearwater RC&D Office in Moscow at (208) 882-4960, Ext. 4.

**Additional information and the Request for Qualifications immediately follow this cover page.**

## **REQUEST FOR QUALIFICATIONS**

**FROM: Clearwater RC&D Council, Inc., Moscow, ID**

**FOR: Northern Idaho Community Forestry Assistant**

**POSTMARK DEADLINE FOR PROPOSALS: December 22<sup>nd</sup>, 2006**

### **Overview:**

The Idaho Community Forestry (CF) Program has completed its fifth year in the area encompassing the two Resource Conservation & Development (RC&D) areas in North Idaho (see attached map). Community Forestry programs have been established in many of the communities in the area, while other communities are just beginning to develop a program. Informed community forestry resource managers are starting to recognize the importance of providing adequate maintenance for the trees they have planted and not just looking for new projects in which to plant trees. However, most community budgets lack sufficient funding for tree maintenance, and many communities do not employ people with the skills necessary to perform maintenance when needed. Emphasis is placed on having communities recognize the need for a strong commitment to maintenance for the resources that exist, as well as for the plans and projects they are creating. The overall desired outcome is for communities to develop and maintain sustainable community forestry management programs; including planning, planting, maintenance and funding.

### **Process:**

The contractor (this term used synonymously with Community Forestry Assistant or “CFA”) will conduct the Community Forestry Program with direction from Clearwater and Panhandle Lakes RC&D’s in cooperation with the Idaho Department of Lands. The Scope of Work will serve as the direction for the consultant. Because the dynamics in each Idaho community vary and each is in a different stage of program development, distinct tactics on program implementation are required to achieve the desired program outcomes. Therefore, the process used by the contractor to achieve program outcomes in individual communities will require a tailored approach, sensitive to the needs of the community requesting assistance. Each RC&D Council and the Idaho Department of Lands will provide the local priorities for each RC&D area.

Education is a key component of the CF program. Workshops on topics such as tree selection, planting and care, program planning, grant writing and inventories can be offered regionally throughout the area in an effort to deliver the CF message to as many communities as possible. Again, each RC&D Council will help determine which workshops are appropriate for the contract period. An effort will be made to attend community tree committee meetings with an emphasis on those targeted for program growth or revitalization to strengthen and improve work plans and tree inventories. The Contractor will assist targeted communities with inventories, development of multi-year management plans and with education and training to assist them in achieving their goals.

Planting projects in Idaho communities have been funded by Idaho Department of Lands and the US Forest Service as well as Idaho Transportation Department and Idaho Department of Labor and Commerce. Developing partnerships with these agencies to ensure proper project planning and implementation will be a critical means of guaranteeing project success and obtaining the maximum benefit from the dollars spent on tree planting and transportation corridor enhancement. It is also important to work with the agencies, businesses and NGOs that develop grant proposals for the communities in North Idaho.

This work will be accomplished along with the original precepts of the CF program. It will still be the primary responsibility of the CFA to provide technical community forestry and arboriculture information and support individual communities who request assistance with the development of short and long range community forestry work plans, tree ordinances, and tree inventories. The contractor will also assist in Arbor Day planning, when available, and encourage the development of tree committees in cities throughout the region.

The initial contract will be for a six-month period starting as soon as possible in January, 2007. The desired outputs listed on the following pages are based on a full year, and will be pro-rated for this six-month period.

## **Desired Outputs (based on a full year):**

### **Educational Projects**

- Coordination or participation in 2 to 3 regional community forestry workshops on any or all of the following topics: hazard tree analysis, street tree inventoring, planting, care & maintenance, work plan development, volunteer recruitment, tree selection and identification, and funding resources.
- Work with communities on Community Transportation Enhancement grants.
- Production of two to three 250-word programmatic articles.
- Coordinate and participate in community forestry-related programs.
- Seek out and capitalize on outreach opportunities specific to community needs, including dissemination of Project Learning Tree materials to local community tree boards and/or others who can work with local school district contacts.



### **Community Assistance**

A minimum of **12** community visits and presentations will be made over the course of the 12-month contract to communities who are former TCUSA designees, or who currently meet only the minimal TCUSA requirements. The goal of these visits is to encourage the establishment of active tree committees authorized by city councils. The CFA will follow-up on all community contacts in a timely manner. Target cities for 2007: Craigmont, Nezperce, Lapwai, Potlatch, Riggins, Wallace, Smelterville, Harrison, Rathdrum, Priest River, Hauser, St. Maries, Grangeville, Kendrick and Hope. Additionally, a higher level of community assistance including tree inventory and management plans will be the focus in six communities based upon level of interest. Tentative communities include: Spirit Lake, St. Maries, Kendrick, Craigmont, Grangeville, and Smelterville

While it is recognized by all parties involved that some aspects of the development of a community forestry program within a community are not under the control of the CFA (i.e. decisions made by the community to pursue and obtain Tree City USA status or to apply for grants), there are a number of desired outcomes expected to occur within the communities in the ten county area of coverage. Results of the work of the Community Forestry Assistant include:

- The formation of community tree committees.
- Promotion of inter-community tree committee(s) coordination.
- The development of ordinances that address street tree issues.
- The completion of street tree inventories.
- The development of community forestry work plans.
- The application for community forestry related grants
- Community forestry promotional and educational awareness activities.
- Community Arbor Day celebrations.
- School participation in Arbor Day Poster contest
- Coordinating ordering of planting stock among communities.

### **Formal Presentations**

- Informational presentation on the Idaho Department of Lands Community Transportation Enhancement Grant at the annual Idaho Department of Transportation Workshop (November 2007)

## **Interagency Meetings**

- Attendance at two area program review meetings (fall, spring)
- Attendance at one statewide program review meeting with IDL staff and any interested RC&D Coordinators or Council members.
- Participation in teleconferences as needed
- Attendance at January and June 2007 State Community Forestry Advisory Council meetings
- Arrange for and participate in a minimum of two full days of community visits with IDL community forestry program manager. Appropriate RC&D Council representatives will also be invited to participate.
- Attendance at 3 Clearwater RC&D Council and 2 Panhandle Lakes RC&D Council meetings

## **IDL/ITD Community Transportation Enhancement Grant Program Activities**

- Contact communities that have been awarded grants (January-February 2007) and make arrangements to meet and discuss their project plans and implementation. Meet with community contact responsible for paperwork involved in grant process as needed (February-April 2007) and be available to assist with procedures for organizing community forestry- related project information. When possible, meet with communities in the planning stages.
- Conduct site inspection of previously implemented grant projects (June-August, 2007).
- Encourage communities to contact consultant for advance assistance in grant writing process (including project design and draft review).
- Provide assistance to communities on project development
- Participate in grant review process as appropriate.
- Meet with Communities to provide assistance as needed/appropriate during project implementation.

## **IDL Urban & Community Forestry Grant Program Related Activities**

- Conduct site inspection of previously implemented grant projects (June-August, 2007).
- Encourage communities to apply for Arbor Day Grant.
- Request and/or take photos of community activities; E.G., Arbor Day Celebrations, tree plantings, workshops, maintenance activities, etc.
- Follow up with communities on grant application and reimbursement paperwork as requested by the Idaho Department of Lands Community Forestry Program Coordinator in a timely manner.

## **Tree City USA Program Related Activities**

- Present and/or coordinate the presentation of annual Tree City USA Awards in the north Idaho counties.
- Follow up with communities regarding Tree City USA application process in fall of 2007, including conducting an initial review of Tree City USA applications.

## **Reports:**

- January State Council report
- June State Council report
- Monthly activity report
- Annual city progress report listing known city activities and identifying current stage of community forestry program development.
- Quarterly City progress report
- Information for national RC&D Database report (Panhandle Lakes and Clearwater RC&D Areas).
- Updating information for US Forest Service Community Accountability Reporting System (CARS)

## Miscellaneous Services:

- Update and maintain Moscow Federal Building lobby community forestry information area.
- Research and follow up on specific community forestry-related requests, made by individual communities i.e. tree species list, planting information, list of local nursery stock, copies of grants, work plans, etc.

## Additional Notes:

- All records and information created while under contract belong jointly to the Clearwater RC&D Council, Panhandle Lakes RC&D Council and the Idaho Department of Lands.
- This contract may be modified as necessary by agreement of both parties.
- CFA may not solicit other "business or work for fee" – or participate in any activity which may be deemed a conflict of interest – while engaged in work covered by this contract.

In a short narrative please provide your prior experience and/or education that have afforded you the skills to accomplish the items within each of the categories listed above, and explain how you would accomplish these. Please supply a current resume and contact information including your current email address.

When providing the narrative, the following should also be reflected by the consultant:

- Experience in oral presentations.
- Experience with various outreach tools and techniques.
- Experience working with print media.
- Experience developing natural resource plans with communities.
- Experience and knowledge in MS Word, Publisher, Power Point, Excel, and Internet.

The contract will start in early to mid-January, 2007 and end June 30, 2007. The scope of work shown above, based on a full-year contract, will be pro-rated for this period. The amount available for this contract is \$16,500. Negotiations of the scope of work, if necessary, will be discussed at time of selection. The Contract may be renewed annually for a period of up to three years upon continued satisfactory completion of scope of work and available funding.

It is anticipated that approximately 20 hours per week will be required by the contractor to implement this work plan. Hours may vary from week to week as determined by the scheduling and efficiency of the contractor and the requirements within the scope of work. The successful consultant will be required to provide their own method of transportation with insurance, office space and equipment, phone and all other materials necessary to complete the scope of work. Existing community files and informational resources will be available for the contractor's use during the contract period. Because much of the work is performed off campus; the consultant will be required to have a cell phone and email.

## Timelines:

- Deadline for submission of proposals.... **Must be postmarked on or before Dec. 22<sup>nd</sup>, 2006**
- Interviews with applicants: ..... Week of January 8<sup>th</sup>, 2007
- Selection of consultant..... Target Date: January 12, 2007
- Contract Start Date..... As soon as possible after selection is made.

***Qualifications and Proposal must be postmarked by December 22<sup>nd</sup>, 2006 –or– submitted via e-mail by close of business to:***

Clearwater RC&D Council, Inc.  
220 E. 5th St., Rm. 212B  
P.O. Box 9576  
Moscow, ID 83843  
[clwtr@moscow.com](mailto:clwtr@moscow.com)

*If there are questions relating to this RFQ please contact the Clearwater RC&D by email. No phone calls or visits please.*